

**DRAFT**

# Department of Defense **INSTRUCTION**

NUMBER 4525.7

**SUBJECT:** Military Postal Service and Official Mail Program Policy

**References:** (a) DoD Instruction 4525.7, "Military Postal Service and Related Services," April 2, 1981 (hereby canceled)  
(b) DoD Instruction 4525.08, "DoD Official Mail Management," August 11, 2006 (hereby canceled)  
(c) DoD 4525.6-c "DoD Postal Supply Catalog," April, 1990 (hereby canceled)  
(d) DoD Directive 5101.11, "DoD Executive Agent for the Military Postal Service," September 5, 2008  
(e) through (ai), see Enclosure 1

1. **PURPOSE:**

1.1. Replaces References (a) through (c) with this instruction and establishes DoD mail policies under the authority of Reference (d).

1.2. Replaces References (e), (f), and (g) with Reference (h)

2. **APPLICABILITY:**

2.1. This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Coast Guard by agreement with the Secretary of Homeland Security when the Coast Guard is not operating as a Service of the Navy, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as "the DoD Components"). The term "Military Department," as used herein, refers to the Departments of the Army, Navy, and Air Force. The term "Military Services," as used herein, refers to the Army, Navy, Air Force, Marine Corps, and the Coast Guard.

2.2. Organizations authorized to provide or receive DoD Postal Service and Official Mail shall comply with this policy instruction and References (d) and (h).

2.3. The term United States includes the 50 states, the District of Columbia, and the territories and possessions.

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### 3. DEFINITIONS:

3.1. Aerial Mail Terminal (AMT): A facility operated by the Air Force established at foreign airports or U.S. overseas bases to send, receive, distribute, transfer, and dispatch military mail.

3.2. Automated Military Postal System (AMPS): The integrated management information and data system for monitoring weights, timeliness, and costs of moving and handling military mail and for assessing the operational status of MPOs worldwide.

3.3. Capital Equipment: Capital items of equipment are those valued at \$3,000 or more and / or designated as such by MPSA.

3.4. Coded High Value Shipment: Mail consisting of one or more pieces transported together whose total value is \$250,000 or more.

3.5. Consolidated Mail Facility (CMF): Location serving multiple installations within a geographic region where prograde and retrograde interoffice correspondence (IC), official mail (OM), and personal mail (PM) are received, sorted, and distributed. CMFs are official mail centers.

3.6. Correspondence: Matter up to 16 ounces usually consisting of letters and some flats.

3.7. Critical Information Requirement (CIR): An event within the postal community that must be reported through the chain of command to MPSA through the Automated Military Postal System (AMPS).

3.8. Fleet Mail Center (FMC): A facility operated by the Navy to send, receive, distribute, transfer, and dispatch military mail.

3.9. Free Mail (FM): A Secretary of Defense approved privilege for mailing first class correspondence up to 16 ounces from a contingency operation that must enter USPS control. It is postage free to the patron, but DoD pays for transportation costs to USPS international gateways and for USPS postage in accordance with Reference (i), section 3401.

3.10. Interoffice Communication (IC): Matter sent between offices that is postage free if transported by DoD civilian employees or military personnel. If transported by a contractor or it enters the USPS system, postage is required.

3.11. Intra / Inter-theater Delivery Service (IDS): A service established between Military Post Offices (MPOs) Outside the Continental United States (OCONUS) to carry matter without postage applied, never enters USPS control, and is not eligible for special services. The items will not be called mail or parcel post and cannot utilize USPS special services. IDS is a subset of the MPS.

3.12. Joint Military Mail Terminal (JMMT): Overseas, a military facility that provides postal support to an Area of Operations by: coordinating, receiving, processing incoming mail, and dispatching outgoing mail (i.e. an aerial mail terminal, bulk mail center, fleet mail center, or USPS military mail gateway).

3.13. Joint Military Postal Activity (JMPA): Subordinate organizations of the MPSA with specific geographical responsibility to liaise with USPS and monitor the in-transit processing, dispatch, and transportation of military mail addressed to and from overseas military post offices.

3.14. Mail Control Activity (MCA): A civilian or military organization engaged in the handling of mail and located at international airports and military mail terminals.

3.15. Mail room: Location where prograde and retrograde IC, OM, and PM are received, sorted, and distributed. Mail rooms do not apply postage.

3.16. Major Command (MACOM / MAJCOM) / Service Component Command (SCC): These are normally service specific commands (e.g. ARCENT is the Army's SCC in the Central Command area of responsibility; USAFE is the Air Force's MAJCOM in Europe). For purposes of this document use of the term MACOM refers to all three.

3.17. Military Mail Terminal (MMT): Overseas, a military facility operated by the Army that provides postal support to an Area of Operations by: coordinating, receiving, processing incoming mail, and dispatching outgoing mail.

3.18. Mail Address Only (MAO): A branch post office of the USPS operated by the military services which offers mail services only for service members.

3.19. Military Post Office (MPO): A branch post office of the USPS operated by the military services which offers mail services and postal finance operations for service members. The term MPO encompasses both Armed Forces Post Offices (APOs) and Fleet Post Offices (FPOs) either as part of a contingency or in permanent status.

3.20. Military Postal Service (MPS): The command, organization, personnel, and facilities used to provide military postal activities a means and process for the transmission of mail to and from the Department of Defense, members of the U.S. Armed Forces, and other authorized agencies and individuals. MPS is an extension of the United States Postal Service (USPS) in support of DoD authorized patrons.

3.21. Military Postal Service Agency (MPSA): A jointly staffed agency established to strategically and operationally oversee the MPS, DoD Official Mail Program (OMP) and transportation of Interoffice Communication (IC) as it complies with Private Express Statutes (PES).

3.22. Official Mail (OM): Addressed material in the custody of the USPS or MPO before delivery to, after receipt from, or having been postmarked by an Official Mail Center (OMC).

The material pertains solely to the business of the U.S. Government with postage and fees paid with appropriated funds.

3.23. Official Mail Center (OMC): Location where prograde and retrograde IC, OM, and PM are received, sorted, and distributed. OMCs apply official postage to OM only.

3.24. Official Mail Program (OMP): The program governing the management, handling, and mailing of DoD official matter supporting the overall DoD mission. It is inclusive of the Official Mail Managers, Official Mail Centers, and associated resources used to manage and operate the program throughout all DoD Components. It is accountable to the Department of Defense and is bound by General Service Administration (GSA) Federal Management Regulation 192-102 (Reference (i)) governing Federal mail management. Official mail is transported through both the USPS and MPS systems.

3.25. Postal Incident: An event that interrupts or precipitates a crisis within the postal community such as death or injury of a person working in postal, chemical or biological contamination, damage or destruction of a post office, etc. Includes PNA and postal offenses.

3.26. Postal Net Alert (PNA): An electronic message in AMPS that provides information on matters directly affecting mail movement such as strikes, weather, receipt of registered mail on non-US flag flights, airspace restrictions, natural or man-made disasters, or civil disturbances. PNAs shall not be submitted for items covered by a PS Form 2759.

3.27. Postal Offense: A breach in postal system security, violation of law, or policy infraction that could result in charges against the offender.

3.28. Postal Service Center (PSC): Location where prograde and retrograde IC, OM, and PM are received, sorted, and distributed. PSCs can apply official postage and have stamp stock.

3.29. Production or bulk mailer: An organization, such as supply warehouses and correspondence course activities, which routinely produces large volumes of parcels or other items.

3.30. Prograde (Outbound): Mail and correspondence outbound from the U.S. to other locations.

3.31. Retrograde (Inbound): Mail and correspondence inbound to the U.S. from other locations.

#### 4. INTENT:

4.1. The intent of the MPS is to provide a means for personal correspondence between service members and their families. The MPS is not a logistics or humanitarian distribution channel.

4.2. The intent of the OMP is to provide a means of official communication. The OMP is not a logistics or humanitarian distribution channel.

## 5. POLICY FOR OFFICIAL AND PERSONAL MAIL AND CORRESPONDENCE:

### 5.1. GENERAL POLICY

5.1.1. Unless specifically granted by this document, use of the MPS, IDS, or OM is prohibited without Office of the Secretary of Defense (OSD) approval. All granted policy waivers must be maintained by the command for the duration of operations under that waiver.

5.1.2. This policy applies to MPS, IDS, and OM. Supplemental policies specific to MPS, IDS, and OM are contained in Enclosures 2 through 6.

5.1.3. DoD Components are governed by this policy and shall follow USPS policies for MPS, Government Services Agency (GSA) policies for OMP, and USPS policies for accountable mail. DoD policy is supplemental to USPS and GSA policies.

5.1.4. DoD Components shall assume no authority to interpret or enact new policy unless expressly stated in USPS, GSA, or this policy without approval from MPSA. DoD Components may establish more restrictive policies in coordination with MPSA.

5.1.5. COCOMs shall ensure postal and official mail policies govern all components and designate a manager on the COCOM staff for all postal and official mail matters. COCOMs shall ensure component commands designate a manager for postal and official mail matters or designate a Single Service Postal Manager (SSPM) for the COCOM area of responsibility.

5.1.6. Major commands, component commands, and SSPMs shall coordinate and synchronize transportation, distribution, and mail operations with JMPAs.

5.1.7. All mail shall be specifically addressed to an individual except for OM which may be addressed to a unit.

5.1.8. MPOs shall provide directory service for undeliverable items.

5.1.9. COCOMs shall establish policy to conduct mail recovery operations for 'dead mail' in their area of responsibility.

### 5.2. PATRONS

5.2.1. Only authorized patrons (see Enclosures 2, 4, and 6) may use the MPS, IDS, or OM.

5.2.2. Patrons will not act as intermediaries for other personnel or organizations.

5.2.3. Authorized patrons are prohibited from operating a business (e.g., Pampered Chef, Ebay, etc.) and activities associated with running a business through the MPS, IDS or OM, regardless of beneficiary of the proceeds.

5.2.4. Patrons will not send or receive items for sale, resale, distribution, or re-distribution.

5.2.5. Non-profit organizations (e.g., wives clubs, Boy Scouts, etc.) are prohibited from distributing items (e.g., flyers, notices, etc.) through the MPS, IDS, or OM.

5.2.6. The following organizations and individuals are among those that are not authorized MPS, IDS, or OM use.

5.2.6.1. Non-permanent members of the Peace Corps.

5.2.6.2. Concessionaires or vendors of non-appropriated fund activities.

5.2.6.3. Political Organizations. This does not prohibit direct mailing of political campaign material to individuals authorized MPS use.

5.2.6.4. Non-appropriated fund activities of non-DoD agencies, such as employee cooperatives.

5.2.6.5. Individuals or organizations, otherwise entitled to such service, for business, distribution, or commercial purposes.

5.2.6.6. Humanitarian assistance for re-distribution. Logistical support systems such as the Defense Transportation System or agencies such as the U.S. Agency for International Development should be used to distribute humanitarian assistance.

### 5.3. POSTAL AND OM PERSONNEL

5.3.1. DoD Components shall retain sufficient experienced and qualified DoD postal and OM personnel (military or civilian) to perform inherently governmental functions and support contingencies. Contracting of non-inherently governmental postal functions may occur in accordance with Enclosure 5. Military services shall ensure the requisite billets and end strength to maintain military postal career paths and perform OM duties.

5.3.2. Commands and activities shall ensure that personnel entering into postal or OM duties meet formal training requirements commensurate with the job assignment according to Reference (h).

5.3.3. The Interservice Postal Training Activity (IPTA) shall provide formal, official and personal mail training for all Services' postal personnel. All Services shall provide instructors for the school and shall send postal personnel for training. DoD Agencies may send their official mail personnel for training at the school.

5.3.4. Military or civilians, to include contractors, who assist in the processing of mail shall be designated in writing, have a valid driver's license, and no record of: psychiatric disorder, alcoholism, or drug abuse unless a medical evaluation determines the person has been successfully rehabilitated; bad debts; or permanent physical restrictions prohibiting prolonged standing, walking, or lifting up to 70 pounds.

5.3.5. Personnel convicted of felony or misdemeanor acts involving violence, theft, or other actions indicating that the person cannot be trusted with the property of others; disciplined for lying, cheating, or stealing; or relieved from postal, OM, or mailroom duties may not perform postal or OM functions.

5.3.6. Penalties shall be imposed for misuse of or misconduct associated with the MPS, IDS, or OM streams. Personnel performing postal and OM duties are held to a higher standard and shall lose all postal privileges except for letter class and be removed from all postal and OM duties (e.g., OMM operating a business through the MPS will lose MPS privileges and be removed from their OMM job) for any misuse or misconduct associated with the mail or similar matter. See Enclosures 7 & 8.

#### 5.4. TRANSPORTATION

5.4.1. The Services and COCOMs will provide a comprehensive and seamless transportation network that is responsive and globally capable of meeting mail transportation and distribution requirements. DoD will maximize use of existing transportation lanes and methods (both military and commercial) and establish additional means through USPS and other government agencies.

5.4.2. DoD Components shall utilize the most efficient transportation means consistent with the class of mail and special services purchased. IDS mail shall be shipped at the "Deferred" cost rate. DoD Components will ensure cost control programs are in place and transportation costs are actively monitored.

5.4.2.1. DoD Components shall maximize use of electronic means for communication and transferring documents to reduce transportation and postage costs.

5.4.2.2. Mail transiting the MPS has postage applied (except for FM), is eligible for USPS special services, and may enter USPS control. It must meet all applicable USPS and DoD regulations. DoD incurs all transportation costs outside the U.S.

5.4.2.3. Matter transiting the IDS will not have postage applied and must remain in DoD control. DoD incurs all transportation costs. This matter has the same protections as First Class Mail.

5.4.2.4. DoD Components shall use appropriated funds for parcel services (e.g., FedEx, UPS, etc.).

5.4.2.5. DoD Components shall comply with PES requirements for transporting IC.

5.4.3. The following delineates the responsibilities for the transportation of mail. MPSA may contractually augment transportation services when necessary.

5.4.3.1. When air transportation is required, use of commercial air carriers is preferred. Military aircraft may be used when commercial is not available.

5.4.3.2. USPS shall arrange transportation of mail to the initial COCOM gateway from the U.S. and may arrange inter- and intra-theater transportation when in the best interest of DoD.

5.4.3.3. MACOMS shall arrange inter- and intra-theater mail and correspondence transportation.

5.4.3.4. Only MPSA and USPS will contract commercial air carriers for the movement of mail based on MACOM recommendations.

5.4.3.5. MACOMS shall coordinate routing instructions and sort plans for mobile units with JMPAs.

5.4.3.6. Military Services shall measure transit times as prescribed by MPSA.

5.4.3.7. The Defense Transportation System shall be used to ship personal property, baggage, or organizational equipment. Movement of personal property or baggage, as defined in References (j) and (k), or organizational equipment through the MPS, IDS, or OM is prohibited.

5.4.3.8. Logistics and supply networks shall be used to re-stock or transfer goods between exchange activities, auto parts stores, book stores, distribution facilities, etc. MPS, IDS, and OM use is prohibited unless second destination transportation charges are reimbursed.

5.4.3.9. The State Department's Diplomatic Pouch and Mail System is separate from MPS and operates at diplomatic posts under the Vienna Convention on Diplomatic Privileges and Immunities (Article 27) and Department of State (DOS) pouch regulations. DOS shall be responsible for mail transportation costs at all U.S. Embassies and Consulates.

5.4.4. Dispatch all registered mail (official and personal) only on designated scheduled U.S. Flag commercial, non-stop, cargo, or passenger flights or on DoD aircraft. Registered mail must always be in the custody of a U.S. Secret-cleared individual.

5.4.5. Registered mail may only transit foreign airports where DoD has the ability to monitor, i.e. "ramp or bird watch" mail transfers.

5.4.6. When transporting registered mail by vehicle, the driver shall be a U.S. Secret-cleared individual. If the driver does not have a secret clearance, a mail guard with a U.S. Secret Clearance shall accompany the shipment.



5.4.7. All MPS activities that dispatch military mail shall report airline irregular handling to MPSA. MPSA shall ensure adjudication.

## 5.5. SUPPLY POLICY

5.5.1. Postal activities shall use USPS equipment, publications, and supplies. Command or locally devised forms may not be substituted for USPS, DoD, or GSA forms unless specifically authorized by MPSA.

5.5.2. USPS equipment is authorized for use. Sufficient quantities of USPS mailbags, trays, boxes, carts, and other equipment items may be maintained to meet immediate needs. Return unused quantities to the local post office. Misuse or loss of accountability for equipment will result in penalties as established in Enclosures 7 & 8.

5.5.3. All Mail Transportation Equipment not utilized for retrograde mail shall be returned to USPS.

5.5.4. SCCs must approve all requisitions for USPS and GSA supplies and equipment.

## 5.6. OPERATIONAL POLICY

5.6.1. COCOM Operational Plans (OPLANs) shall designate a service component command with responsibility for operating a CMF for all DoD Components operating in a geographic area. OPLANs shall contain MPS and OM policies, procedures, and funding guidance.

5.6.2. In accordance with Reference (d), DoD may enter into agreements to provide mail service with OSD approval.

5.6.3. All contracts containing postal matters shall include postal experts during the requirements determination and technical review process prior to contract award.

5.6.4. Postal facilities shall conform to Military Construction Transformation Principals and DoD Building and Facility Standards. The minimum requirements contained in Reference (l) will be met. Postal facility planning shall include postal experts during the requirements determination and technical review process prior to finalizing facility layouts and obligating funds to ensure postal requirements for efficient mail processing and provision of proper security controls as per Reference (h).

5.6.5. Official mail postage and USPS stamp stock and funds shall remain separate, distinct, and controlled by authorized personnel.

5.6.6. MPOs and OMMs shall select the most efficient mail class and postal service to meet user needs; assist in the development of mail products; and review all mail products for compliance with USPS and DoD Regulations.

5.6.7. Postal inspections, financial audits, OMP reviews, and MPS assessments shall be conducted in accordance with Reference (h). Inspectors / assessors shall post results in AMPS. The chain of command shall implement a plan of action to correct identified deficiencies, follow up on corrective actions until satisfactory results are achieved (via additional inspection(s) and interim reports if necessary), and post results closing the action in AMPS.

#### 5.6.8. Postal Addressing Standards.

5.6.8.1. All domestic DoD Installations shall be street addressed as per References (h) and (m).

5.6.8.2. All personal and official mail addresses must be standardized in accordance with Reference (m).

5.6.9. Commands and activities will ensure authorized patrons submit a change of address to the local post office or mail room when in-processing / out-processing. Personnel may utilize the unit address for personal mail for up to 30 days to ensure change of address is processed.

### 5.7. SECURITY

5.7.1. All MPS and OM locations shall have a written mail security plan. This mail security plan shall be reviewed annually and practiced at a minimum quarterly with a record of the results of the exercise and a performance improvement plan for any deficiencies. Mail security will be handled in accordance with Reference (h). Local command security policies may dictate more stringent physical security requirements.

5.7.2. DoD Components shall identify, prioritize, and coordinate the protection of all mail processing facilities in order to prevent, deter, and mitigate the effects of deliberate efforts to destroy, incapacitate, or exploit the mail center or the national mail infrastructure.

5.7.3. All entities handling the mail shall protect it from loss, theft, tampering, damage, and compromise.

5.7.4. No person shall open, read, search, or divulge the contents of sealed or unsealed mail even though such mail may be believed to contain criminal or otherwise non-mailable matter except to the extent defined in Reference (h) and as outlined below.

5.7.4.1. Examination or release of USPS records to officials or agencies conducting official investigations is permitted with a search and seizure warrant issued by the commander having authority over the MPO. See Reference (o)

5.7.5. PNAs, postal offenses, and postal incidents shall be reported to MPSA.

### 5.8. LIMITATIONS ON MATTER IN THE MAIL STREAM

5.8.1. Country specific postal content restrictions are determined by References (p) and (q) and various host country agreements. DoD will provide to USPS any postal restrictions placed on mail sent to and from MPOs. Non-mailable items found in MPOs will be handled according to Reference (h).

5.8.2. Ammunition, explosives, and any replicas are prohibited in the MPS, IDS, and OM.

5.8.3. Only doctors or pharmacies may send prescription medications or other controlled substances through the MPS or IDS.

5.8.4. Rules for mailing hazardous materials, restricted matter, and perishable matter contained in References (q) and (r) take precedence over all other postal information.

5.8.5. Cremated remains may be sent through the MPS in a sealed container using registered mail. Human remains shall be transported through casualty affairs channels, not through MPS, IDS, or OM. Clinical specimens and forensic samples may be sent through the MPS, IDS, or OM in accordance with References (p), (q), and (r).

5.8.6. Currency, coinage, or precious metals may be mailable within parameters established by U.S. Customs, USPS, and the host country per References (p) and (q).

## 6. RESPONSIBILITIES:

6.1. The Heads of the DoD Components shall oversee the performance of the MPS, IDS, and OMP according to this Instruction and References (d) and (h).

6.2. Military Departments shall furnish postal service in accordance with References (d) and (h) and this Instruction.

6.3. DoD Components shall ensure proper accountability and efficiency of operations.

6.4. DoD Components shall ensure representation at DoD level MPS and OM meetings sponsored by MPSA.

7. PROCEDURES: To manage and implement MPS and OMP policies and responsibilities refer to Reference (h).

8. INFORMATION REQUIREMENTS: DoD Components shall provide information according to requirements in Reference (h).

9. EFFECTIVE DATE: This Instruction is effective immediately.

Deputy Under Secretary of Defense for  
Acquisition, Technology, and Logistics

Enclosures – (8)

- E1. References, continued
- E2. Supplemental MPS Policies
- E3. Supplemental IDS Policies
- E4. Supplemental Official Mail Program Policies
- E5. Contracting Postal Duties
- E6. Authorized Patrons
- E7. Penalty for Misuse of MPS/IDS or Misconduct by Non-Postal Personnel
- E8. Penalty for Misuse or Misconduct by Personnel Performing Postal Functions or OM Duties

ENCLOSURE 1  
REFERENCES, continued

- (e) DoD 4525.6-M, "DoD Postal Manual," August 15, 2002 (hereby canceled)
- (f) DoD 4525.8-M, "DoD Official Mail Manual," December 26, 2001 (hereby canceled)
- (g) DoD 4525.6-H, "Mail Distribution Instructions and Labeling Handbook," October 2, 1981 (hereby canceled)
- (h) DoD ?????, "Military Postal Service and DoD Official Mail Procedures Manual" (new)
- (i) Title 39, United States Code, "Postal Service," current edition
- (j) Joint Federal Travel Regulation, current edition
- (k) Defense Transportation Regulation, current edition
- (l) DoD Standard Practice For Unified Facilities Criteria and Unified Facilities Guide Specifications, April 1, 2002
- (m) USPS Publication 28, "Postal Addressing Standards," July 2008
- (n) Military Rules of Evidence, current edition
- (o) USPS "Administrative Support Manual," current edition
- (p) USPS "International Mail Manual," May 11, 2009 amended through February 2010
- (q) USPS "Domestic Mail Manual," May 2009 amended through March 2010
- (r) USPS Publication 52, "Hazardous, Restricted, and Perishable Mail," January 2008 amended through December 2008
- (s) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 3, 1998
- (t) USPS-DoD Postal Agreement (Pub 38), February 1980 and Amendment (Pub 38a), August 1982
- (u) Title 10, United States Code, Section 101(a)(13)
- (v) DoD Instruction 3020.41, "Contractor Personnel Authorized to Accompany the U.S. Armed Forces," October 3, 2005.
- (w) Federal Management Regulation, Chapter 102, Subchapter 3, Part 102-192, current edition
- (x) DoD Instruction 4000.19, "Interservice and Intergovernmental Support," August 9, 1995
- (y) USPS Publication 542, "Understanding the Private Express Statutes," June 1998
- (z) Federal Acquisition Regulation, Subpart 7.5, "Inherently Governmental Functions", current edition
- (aa) OMB Circular No A-76, Performance of Commercial Activities, May 29, 2003
- (ab) Title 10 United States Code, section 2461(a), as amended
- (ac) DoD Publication 7000-14-R, "Department of Defense Financial Management Regulations" (FMR), current edition
- (ad) DoD Instruction 1000.11, "Financial Institutions on DoD installations," January 16, 2009
- (ae) DoD Directive 1000.26E, "Support for Non-Federal Entities Authorized to Operate on DoD Installations," February 2, 2007
- (af) DoD Instruction 1330.13, "Armed Forces Entertainment Program," March 23, 2004
- (ag) USPS, DOS, DoD Tripartite Agreement??
- (ah) STANAG 2109, current edition
- (ai) QSTAG 181, current edition

ENCLOSURE 2  
SUPPLEMENTAL MPS POLICY

E2.1. POLICY: MPS is authorized to operate as an extension of USPS according to Reference (i). All MPS policies apply to IDS unless otherwise stated.

E2.2. PATRONS:

E2.2.1. The Secretaries of the Military Departments will furnish postal service to DoD Agencies and individuals designated herein, within the limitations described. Non-disciplinary actions resulting in a total loss of MPS privileges to authorized patrons, shall be coordinated through affected agencies, MPSA, and the appropriate OSD offices. See E2.2.4.

E2.2.2. Once international agreements are established authorizing the MPS only authorized DoD patrons may use it unless limited by the agreement.

E2.2.3. COCOMs shall submit justification for denial of MPS service through MPSA to OSD for approval.

E2.2.4. Authorized MPS patrons will be given 90 days advance notice for withdrawal of service, when practical, except for abuse of privileges (see Enclosures 7 & 8), when withdrawn by the host government, or because of other conditions beyond the control of DoD. MPSA shall be notified prior to withdrawal or limitation of service.

E2.2.4.1. COCOMs will provide procedures to limit, suspend, or revoke authorization to use MPS under the guidelines established in Enclosures 7 & 8. Affected individuals or organizations will be provided notice and an opportunity to appeal. Commanders shall inform MPSA of any action taken under this paragraph.

E2.2.4.2. Limitations on service to authorized organizations and individuals may be made by the COCOM, the Services, or installation commander, after review of the impact of continued service on facilities and manpower. Coordination with the affected organizations and individuals, command channels, and MPSA will occur prior to implementing limitations.

E2.2.4.3. Postal privileges for dependents of authorized patrons will be withdrawn 90 days subsequent to the departure of the sponsor when the dependent voluntarily (for any reason) remains outside the U.S., its territories or possessions, or when sponsorship is terminated for any reason. International agreements authorizing MPS establishment may constrain MPS use for dependents. When MPS use is allowed, it is not restricted to a particular MPO or country, unless specifically stated.

E2.2.5. Patrons entering an MPO to obtain services, whether in uniform or not, must show a U.S. Government Agency Identification Card (USGAIC). Reference (h) and Enclosure 6 provide a list of authorized MPS patrons.

E2.2.6. Requests for exceptions to the user policy or service requests shall be submitted from the MACOM through the COCOM to MPSA. Each of the following criteria shall be met for granting an exception to policy:

E2.2.6.1. Enhances the accomplishment of the U.S. Government mission.

E2.2.6.2. Does not violate U.S. and host government agreements.

E2.2.6.3. Does not jeopardize privileges, immunities, or security of U.S. Armed Forces.

E2.2.6.4. Does not increase manpower or facility requirements. Subsequent growth of service requirements, closing of the MPS facility, or reduction in postal manpower will be cause to limit or terminate the privilege.

E2.2.6.5. USPS or local postal facilities are not available .

E2.2.6.6. Does not result in the DoD assuming costs that are the responsibility of the host country, other government agencies, a non-U.S. government agency, or individuals.

#### E2.3. PERSONNEL:

E2.3.1. Commanders shall designate Postal Clerks (PCs), Custodian of Postal Effects (COPEs), and Postal Finance Officers (PFOs) according to Reference (h).

E2.3.2. An on-site military person or DoD civilian shall supervise each MPO.

E2.3.3. Military personnel and DoD civilians must be U.S. citizens and have a favorable Entrance National Agency Check (ENTNAC), or National Agency Check (NAC) on file if required to handle, process, or deliver mail.

E2.3.4. Postal personnel must be capable of performing duties involving prolonged standing, walking, or lifting of weights up to 70 pounds.

E2.3.5. Upon MACOM approval, postal activities manned by one person due to the size of the activity or personnel serviced, must be in the grade of E-4 or above. Personnel assigned as COPEs must be E-5 and above or civilian equivalent. Personnel assigned as PFO/PFSO must be E-6 and above or civilian equivalent.

E2.3.6. In general, personnel in pay grades of E-5/E-6 or civilian equivalent shall complete a postal supervisors course (approved by MPSA).

#### E2.4. TRANSPORTATION:

E2.4.1. MPS mail and IDS correspondence that crosses international boundaries shall have U.S. Customs forms attached and shall be dispatched and documented as U.S. mail and subject to inspection by customs in accordance with appropriate regulations.

E2.4.2. Air-eligible mail shall be transported in accordance with Reference (p, q, & r). Use foreign carriers and AMC to supplement U.S. air carrier service. Terminate all mail entering CONUS at the first point of entry for customs clearance unless moved in-bond. For in-bond shipments, air carriers shall provide the serving AMT with flight/truck schedules and delivery times.

E2.4.3. Surface mail will be transported by surface carrier as arranged by MTMC and the MSC or USPS. The MTMC contracts for surface mail include overland transportation (drayage) to consignees in peacetime.

E2.4.4. Extraordinary circumstances (i.e., natural disaster or holiday backlog) may require the upgrading or downgrading of space available mail (SAM) to prevent substantial backlogs of mail. The Deputy Director, MPSA, and the USPS, based on recommendations from the JMPAs and field commands, jointly make the final decision to upgrade or downgrade the transportation priority of SAM.

#### E2.5. OPERATIONS:

E2.5.1. Reference (t) authorizes establishment of MPOs outside the U.S. and its territories (with host country approval) and for training purposes only, within the U.S. and its territories when approved by MPSA.

E2.5.2. COCOMs shall coordinate all requests for first opening and the last closing of any MPO through the Executive Director MPSA, to Deputy Under Secretary Defense (DUSD), according to References (d) and (h). Military retirees or DoD contractors will not be used as a factor in opening or closing an MPO.

E2.5.3. MPOs will establish work hours to ensure mail is processed within 24 hours. This includes weekend and holiday times.

E2.5.4. MPO employees will verify all patron and mail handler identities before releasing or accepting mail. Sponsors may control the delivery of mail to family members according to Reference (h).

E2.5.5. USPS will provide all postal supplies, cancellation devices and equipment to operate an MPO as outlined in Reference (h).

E2.5.6. JMPAs shall assign capital equipment to MACOMs who shall sub-assign to specific MPOs as outlined in Reference (h).

E2.5.7. The use of the USPS FEDSTRIP to requisition items other than those published in the USPS authorized items list is expressly prohibited.

E2.5.8. The MPS and military personnel may temporarily augment the USPS and OGAs for



postal support when unusual circumstances prevail and USPS cannot provide adequate service, in coordination with MPSA, and upon approval by OSD.

E2.5.9. Military Services and MACOMs, in coordination with MPSA, shall establish procedures for billing and reimbursement for MPS and IDS services to USPS, other DoD agencies, OGAs, and coalition forces.

## E2.6. SECURITY:

E2.6.1. MPOs will maintain rigid controls and supervision for use of mail covers. A military postal officer or clerk receiving a request from federal law enforcement agencies or from a foreign government for access to, or information about, particular mail matter of any class in the custody of the MPS shall refer the request to the military official authorized to order mail covers according to Reference (h).

E2.6.2. A military judge or magistrate may issue search authorizations with approval from a commanding officer with special courts-martial convening authority for a particular person or location involved. Search authorizations shall be executed according to References (h) and (n).

5.7.4.1. Mail bags and parcels in a DoD postal facility are subject to random inspections per Reference (h) and Reference (n), sections 313(b) or 314(c).

## E2.7. MATTER:

E2.7.1. Mail addressed as “Any Service Member” or other similar addressees is prohibited.

E2.7.2. Country restrictions apply to military and international mail sent through the MPS, as specified in Reference (p). Military mail is governed by U.S. host country bilateral agreements or Status of U.S. Forces Agreements (SOFA).

E2.7.3. COCOMs must provide justification to the OSD for FM requests. COCOMs shall submit annual revalidations of FM areas to MPSA. When a military operation has ended or when full access to postal service is available to personnel, COCOMs shall review FM service and request termination from OSD through MPSA.

E2.7.4. Locations must meet one of the six conditions listed below to be considered for FM status. FM is authorized, extended, terminated, and limited in accordance with Reference (i), Section 3401(a) to active duty members of the Armed Forces and certain civilians in areas designated by the Secretary of Defense where U.S. Armed Forces are either:

E2.7.4.1. Engaged in an action against an enemy of the U.S.;

E2.7.4.2. Engaged in military operations involving armed conflict with a hostile foreign force;

E2.7.4.3. Engaged in temporary military operations under arduous circumstances;

E2.7.4.4. Serving with a friendly foreign force in an armed conflict in which the U.S. is not belligerent;

E2.7.4.5. Temporarily deployed overseas for an operational contingency in arduous circumstances or;

E2.7.4.5.1. The term “contingency operation” is defined in Reference (u).

E2.7.4.5.2. “Arduous circumstances” occurs in areas of forward deployment where access to postal facilities is limited. Such circumstances should be temporary in nature.

E2.7.4.6. Hospitalized anywhere due to disease or injury incurred as a result of service in a designated area.

E2.7.5. Personal weapons are mailable according to References (k) and (r). The MPS shall not be used when shipment of firearms is authorized as part of baggage or household goods movement.

E2.7.5.1. DoD Components may implement more restrictive policies and procedures for mailing of personal weapons.

E2.7.5.2. Contractors may ship company-owned weapons through the MPS. Terms of the contract must specify authorization in accordance with References (r) and (v) and procedures for shipment in accordance with References (h) and (q).

E2.7.6. Absentee ballots in official, preprinted envelopes may be mailed through the MPS postage-free to the U.S. from overseas locations. All overseas U.S. citizens may use the MPS to send a ballot.

E2.7.7. COCOMs and/or MACOMs shall designate a single point of contact for all casualty mail operations.

E2.7.7.1. Mail for casualties (Deceased, Missing, Captured, and Hospitalized) shall not be returned to sender or forwarded to next of kin until designated casualty affairs office verification is obtained that the next of kin has been notified.

E2.7.7.2. The handling of mail for casualties will be in accordance with Reference (h).

E2.7.8. COCOMs may authorize mailing of stamp stock and cash shipments with values under \$1000 when registered mail is unavailable. Couriers or freight carriers may be used for this purpose.

E2.8. FINANCE:

E2.8.1. MPOs operating under the Eagle Cash, Navy Cash, or Marine Cash card programs will not accept personal checks.

E2.8.2. If check acceptance is authorized by the individual Military Departments, and implemented by the MACOM, clerks may accept personal checks for the purchase of all postal service except MOs.

E2.8.3. MACOMs shall audit PFOs and COPEs at least quarterly and conduct a joint audit with the incoming and outgoing PFO or COPE upon transfer of authority.

E2.8.4. All transactions in postal facilities shall be in US currency.

E2.8.5. Clerks may not act as agents for any person or firm, and they must not handle funds other than for meter, postal MO, or stock accounts.

E2.8.6. MOs are issued in US dollars only and may be purchased in denominations up to \$1000. Patrons purchasing \$3000 or more in MOs in a day are subject to additional regulatory and reporting requirements.

E2.8.7. MPOs shall facilitate payment of U.S. Customs duties by patrons.

E2.8.8. Clerks shall not affix stamps to an article after accepting it for mailing.

E2.8.9. MPOs shall not stock stamps for collections (for example, Migratory Bird Stamps) nor sell stamps issued by foreign postal administrations.

E2.8.10. Maintain individual responsibility for all transactions. Funds may not be commingled between individuals or postal activities.

E2.8.11. Military Services shall assume financial liability under the Military Claims Act for loss, damage, theft, wrong delivery, or rifling of accountable mail after receipt from or prior to delivery to a civilian post office or MPO by a mail clerk employed by DoD.

ENCLOSURE 3  
SUPPLEMENTAL IDS POLICY

E3.1. POLICY: All policies for MPS apply to IDS. Inter / Intra-Theater Delivery Service (IDS) is for authorized patrons as defined in Enclosure 6 and this section. Authorized patrons assume all liability when using the IDS. See Enclosures (7 & 8) for usage violations of the IDS.

E3.1.1. Any matter traveling between MPOs solely through the MPS is considered IDS and postage shall not be applied.

E3.1.2. To use the IDS, both the sender and addressee must be authorized patrons, and in lieu of postage, the block letters "MPS" must be marked on the envelope or parcel.

E3.1.3. IDS correspondence and parcels must meet all requirements for mail, other than postage, including complete delivery and return addresses. Correspondence or parcels shall be sent only to military addresses. Authorized organizations must use their organizational return address. MPS audits and inspections shall include IDS.

E3.1.4. Military exchanges and commissaries may be authorized IDS use for direct-to-individual customer merchandise shipments with reimbursement to the Military Services for second destination transportation costs and without overburdening the MPS network.

E3.1.5. Military exchanges and commissaries shall not use the IDS for shipment of products or supplies between activities.

E3.2. TRANSPORTATION:

E3.2.1. IDS matter shall be dispatched as space available (deferred) or surface. Upgrade from surface to space available (deferred) is authorized if surface is not available.

E3.2.2. IDS weights and transportation costs shall be reported annually to MPSA.

E3.3. RESTRICTIONS:

E3.3.1. COCOMs may publish only more restrictive supplemental IDS policies. All supplemental COCOM IDS policies will be forwarded to MPSA for dissemination.

E3.3.2. USPS special services (e.g., insurance, registry, etc.) are not authorized for IDS matter. Official mail may utilize registered/certified mail accountable procedures for tracking purposes only.

E3.3.3. Any material that is prohibited from being mailed is likewise prohibited from being accepted in IDS including illegal matter and hazardous materials.

E3.3.4. Undeliverable as addressed IDS items shall not be forwarded or returned to CONUS or an MPO that requires the item to transit the USPS mail system and incur postage expenses. IDS items that cannot be forwarded or returned shall be handled in accordance with 5.1.9.

ENCLOSURE 4  
SUPPLEMENTAL OFFICIAL MAIL PROGRAM POLICIES

E4.1. POLICY:

E4.1.1. Establishment of OM and consolidated Official Mail Centers (OMCs) in CONUS and OCONUS (with host country approval) are authorized by Reference (t).

E4.1.2. USPS laws apply to OM from USPS / MPS acceptance through delivery. GSA rules apply to OM as per Reference (w).

E4.1.3. All documents with a DoD official address will be formatted in accordance with Reference (m). OM addresses shall include the street address instead of building numbers.

E4.1.4. There shall be only one OMC for all non-production outgoing mail on an installation (e.g. Pentagon, Base, Fort, separate DoD Activity location, etc.). Installations under the joint basing initiative shall seek opportunities to reduce costs and duplicative infrastructures by having only one OMC to handle mail for all locations per DoD 4165.66-M.

E4.1.5. MACOMS are responsible for the OM programs of their individual units and commands. When Services' OM operations are consolidated, MACOMs shall provide for support and inspections of their mail room operations either directly or by agreement with the consolidated activity.

E4.2. PATRONS:

E4.2.1. Only DoD organizations and personnel (Service members and DoD Civilians) are authorized use of OM.

E4.2.2. Only the addressee or designee authorized in writing may open official mail.

E4.2.3. Bulk mailers and outgoing non-production mail shall use the consolidated mail facility.

E4.2.4. Any exception to utilizing a CMF will be sent through the chain of command to MPSA for OSD disposition.

E4.3. PERSONNEL:

E4.3.1. OMM Appointments

E4.3.1.1. DoD Components, installations, units, and staff elements shall appoint OMMs in writing. Assistant or alternate OMMs shall be appointed to perform the OMM duties when the OMM is absent.

E4.3.1.2. Only service members E-6 or higher or DoD civilian equivalent (GS-6 or higher) or national security personnel system grade equivalent, shall be appointed as OMMs. Exceptions to this requirement may be approved by the MACOM in writing.

E4.3.1.3. The OMM function is an inherently governmental function and shall not be contracted out. OMMs are responsible for compliance with the PES; acquisition, use, and disposition of supplies; budgeting and expenditure of appropriated funds; and property management.

E4.3.1.4. All personnel handling official registered mail must have a SECRET clearance.

#### E4.3.2. OMP Training Requirements

E4.3.2.1. MACOMs shall ensure all OMMs train personnel handling mail under their purview in accordance with Reference (h).

E4.3.2.2. The OMM shall establish and implement an annual training plan and document training.

#### E4.3.3. DoD Component OMMs shall:

E4.3.3.1. Represent their OMP to or with the DoD OMM.

E4.3.3.2. Liaise with local USPS representatives and MPSA on issues with or changes to postal services on military installations in the U.S. and its territories.

E4.3.3.3. Disseminate procedures and guidance for submission and collection of the annual mail report. All echelon reports shall be approved by a unit commander or agency / activity director.

E4.3.3.4. Establish multi-echelon methodology to exercise and validate security plans down to the OMC level.

#### E4.3.4. Installation OMMs shall:

E4.3.4.1. Keep the commander informed on the efficiency of the OMP.

E4.3.4.2. Oversee the installation's OMP through documented inspections, assistance visits, guidance, and quarterly training on postal matters with all installation activities.

E4.3.4.3. Provide annual training on reporting requirements and the proper use and control of postage meter or USPS manifest mailing account.

E4.3.4.4. Inspect incoming and outgoing mail at least weekly and report deficiencies to the mailing activity OMM.

E4.3.4.5. Establish local procedures for safeguarding spoiled meter postage to ensure appropriate refunds are obtained and properly account for the refunds.

E4.3.4.6. Establish control and auditing measures in overseas locations if host country postage is procured and used.

E4.3.4.7. Join and attend meetings of the local USPS-sponsored Postal Customer Council.

E4.3.4.8. Identify all recurring or one-time large volume mailings sent from the activity to determine cost efficient mailing strategies (i.e. shaped based pricing, commercial plus pricing, presort pricing, etc.).

E4.3.4.9. Act as the single point of contact with servicing USPS or MPO facility.

#### E4.4. TRANSPORTATION:

E4.4.1. OM personnel may conduct or may be directed to conduct periodic transit time and volume surveys to ensure timely processing and delivery of OM.

E4.4.2. OM may utilize a registered mail process to track items transiting the IDS.

#### E4.5. OPERATIONS:

E4.5.1. OMMs shall manage operations to ensure efficient OM communication. Official correspondence has priority during processing. Maximum use should be made of electronic transmission of information.

E4.5.2. OMMs shall have a “.mil” email address and internet access to the USPS Home Page and AMPS. Organizational .mil email addresses (e.g. [DODOMM@army.mil](mailto:DODOMM@army.mil)) are preferred.

E4.5.3. OMMs shall routinely access AMPS for changes and updates to OMP policies and procedures.

##### E4.5.4. OMP Inspections

E4.5.4.1. All echelons of DoD Components shall inspect internal headquarters’ and subordinate activity OMPs and operations (including verification of written security plans) at least once a year in accordance with Reference (h). These scheduled inspections may be part of DoD IG inspections.

E4.5.4.2. Inspection reports shall be filed and made available for review during all inspections and staff assistance visits. Inspection reports will be signed by GS-14 / O-5 level or above.

#### E4.6. SECURITY:

E4.6.1. Postal personnel shall process and handle all official registered mail as if it contains classified material up to and including SECRET.

#### E4.7. MATTER:

E4.7.1. Classified mail up to and including SECRET can only be sent as registered OM according to Reference (q).

E4.7.2. Forensic samples that aid in investigations may be sent via OM as per References (p), (q), and (r).

E4.7.3. Government-owned weapons.

E4.7.3.1. In cases where transportation through logistics or transportation channels is not available, unloaded government-owned firearms may be mailed through the MPS in accordance with the conditions stated in Reference (q), section 601.11.1. Units shall submit an exception to policy request to transport unit firearms through MPS via the Defense Transportation System representative, to MPSA. Upon approval, units may ship small quantities (15 or fewer on any given day) via USPS Registered Mail, Return Receipt Requested.

E4.7.3.2. Generally, rifles and shotguns that are not capable of being concealed are mailable without special approvals. However, pistols, revolvers and other firearms capable of being concealed may only be mailed to authorized persons.

E4.7.3.3. An authorized person is a member of DoD designated to ship government-owned firearms. Contractors can prepare shipping forms for shipping government-owned firearms, but an authorized person must validate and sign the form.

E4.7.3.4. The shipment of government-owned firearms is prohibited through foreign international postal systems.

E4.7.3.5. Firearms shipments will not display any markings indicating the contents of the package. Reference (q), section 703.2.3.6 provides an exemption from the customs label requirement for government agencies and their contractors.

E4.7.4. Coded High Value Shipments shall be sent via registered mail.

E4.7.5. Urinalysis samples and medical specimens may be sent via OM for testing purposes.

#### E4.8. FINANCE:

E4.8.1. DoD Components shall budget and pay for official mail. See Reference (x) for reimbursement policies when providing service to other agencies.



E4.8.2. DoD Components shall use prepaid postage. See Reference (h) for information on prepaid usage.

E4.8.3. DoD Components shall verify electronic billing deductions quarterly to ensure they are valid, accurate, and not duplicative.

E4.8.4. DoD Components shall have an accountable system for making postage payments and shall track those expenses in accordance with Reference (h).

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ENCLOSURE 5  
CONTRACTING POSTAL DUTIES

E5.1. Contracting postal duties is authorized and shall be according to References (h), (y), (z), (aa), and (ab).

E5.1.1. The positions and functions listed in this enclosure are not all-inclusive. Rules apply to any person performing the given duties. For other positions, refer to the general rules in E5.2 and employment requirements in Section 5.3 on pages 7 and 8 when considering whether the functions of a position are suitable for contractor performance.

E5.1.2. The majority of the DoD postal positions and functions such as mail acceptance, sorting and delivery, and operating a retail window are suitable for contractor performance and are not inherently governmental commercial activities.

E5.1.3. Contractor performance of the DoD postal positions and functions identified in E5.5 could result in modular but sizeable reductions in military personnel currently performing labor-intensive DoD postal duties.

E5.1.4. DoD personnel cannot supervise contractor personnel nor may contractor personnel supervise DoD personnel because contractor personnel are not government employees.

E5.2. The following general rules apply to positions and functions that are inherently governmental or may be contracted out in accordance with Reference (z).

E5.2.1. Inherently governmental functions must be performed by government personnel. Such functions include obligation of government funds (e.g., approving payment of claims, submitting meter remittances for official postage, and verifying weights through signing dispatch forms), establishing postal policy, and performing contract administration. Inherently governmental functions are further defined at References (z) and (ac).

E5.2.2. Locations with one postal position may be suitable for contractor performance if inherently governmental tasks are not performed and operations are inspected by an on-site DoD quality assurance inspector.

E5.2.3. Positions and functions that handle money or sign for equipment may be suitable for contractor performance, if bonded. The contract must specify contractor liability for all losses or damages and make immediate restitution. A separate independent audit or inspection team must perform any required inspections. All requests for waiver of the bonding requirement for companies or individuals must be submitted to MPSA.

E5.2.4. Functions that involve receiving, handling, processing, dispatching, escorting, bird-watching, securing, or transporting mail may be suitable for contractor performance. U.S. citizens must perform these duties if classified material is involved.

E5.3. U.S. and non-U.S. citizens (military, DoD civilian, or contractor employees) may perform duties not requiring a U.S. SECRET clearance. The following minimum conditions apply:

E5.3.1. A U.S. SECRET clearance is required if the position or function processes mail that could contain classified material or if access to SECRET networks or classified work areas is needed.

E5.3.2. The employment requirements listed in the base document Postal and OM Personnel Section 5.3 apply to all personnel.

E5.4. The following inherently governmental DoD postal positions and functions shall be performed by government personnel (military or civilian):

E5.4.1. Positions that establish DoD and local policy and contract administration are performed by a DoD employee regardless of citizenship.

E5.4.2. Positions that verify weights for manifest purposes (by signing dispatch forms) (e.g., Aerial Mail Terminal (AMT), Fleet Mail Center (FMC), Military Mail Terminal (MMT), and MPO Operations).

E5.4.3. Positions establishing operational policy and procedures, sign dispatch forms that obligate government funds, and perform contract administration do not require U.S. citizenship if the location does not process classified material (e.g., MCA Chief).

E5.4.4. Positions obligating government funds with meter remittances for official postage; acquiring or disposing of postal equipment; establishing and supervising appropriated fund expenditures for postage fees and mailing practices; and ensuring compliance with Private Express Statutes which prohibit contractors from carrying mail on post routes (e.g., OMM).

E5.4.5. Positions that have responsibility for all facets of operations (e.g., Postmaster and Post Office Supervisor) within the MPO shall be filled by a DoD employee because they establish policy, obligate government funds for official postage, verify mail manifests if mail is directly dispatched to air carriers, approve claim payments, and perform contract administration.

E5.5. The following DoD postal positions and functions are suitable for contractor performance under certain conditions:

E5.5.1. Official Registered Mail Clerks must be U.S. citizens cleared to the SECRET level. Official registered mail may contain classified material up to SECRET.

E5.5.2. Directory and Locator Operations positions must be filled by a U.S. citizen cleared to the SECRET level if access to SECRET networks or classified work areas is required.

E5.5.3. MCA, AMT, FMC, MMT Operations contractors may not be the same contractors that perform ground services at the airport due to potential conflict of interest. This would result in the contractor reporting and assessing liquidated damages against itself.

E5.5.4. Postal Finance Clerk contracts must specify bonding, liability for all losses or damage, and restitution. Non-U.S. citizens may operate postal finance windows if the duties do not involve handling classified material. A separate registry window that is operated by an individual possessing a U.S. SECRET clearance may be necessary.

E5.5.5. Postal Finance Officer (PFO) and Custodian of Postal Effects (COPE) contracts must specify bonding, liability for losses or damage, and restitution. An independent audit and inspection team, designated in writing by the appropriate command authority, must perform inspections.

E5.5.6. Registry inspections and postal planning at headquarters may be suitable for contractor performance, but these functions require a U.S. SECRET cleared individual in order to obtain access to SECRET networks or required work areas.

E5.5.7. Receipt and Dispatch Operations contractors can prepare the dispatch forms, but a DoD employee must sign the dispatch forms because this obligates government funds.

E5.6. The following position and functions are suitable for contractor performance under all conditions: Personal Registered Mail Clerk and positions in the Postal Service Center, Consolidated Mail Room, and Unit Mail Room.

E5.7. References in this policy to “mail that could contain classified material,” refers to classes of mail that are authorized to contain CONFIDENTIAL or SECRET material. Official registered mail may contain classified material. In CONUS, classified material may be sent by one of the GSA approved carriers at [http://www.dss.mil/isec/approved\\_overnight.htm](http://www.dss.mil/isec/approved_overnight.htm) for overnight domestic express delivery. Also in CONUS, only CONFIDENTIAL, not SECRET, material may be sent first class mail endorsed “POSTMASTER Do Not Forward.” This policy excludes instances where the mailer sends classified material by improper means.

ENCLOSURE 6  
AUTHORIZED PATRONS

E6.1. OM authorized patrons are DoD Components, service members, and civilians.

E6.1.1. Overseas active duty units are authorized OM privileges.

E6.1.2. Overseas reserve units are authorized OM privileges through an MPO unless the host country objects.

E6.2. MPS and IDS use is a privilege afforded to personnel and organizations under the following circumstances and limitations:

E6.2.1. Active duty service members and reservists on active duty assigned to:

E6.2.1.1. DoD components are authorized MPS and IDS privileges at any MPO.

E6.2.1.2. An embassy, consulate or agency outside of DoD shall use only their assigned post office unless on leave outside their assigned area.

E6.2.2. Active duty members and reservists on active duty, in a temporary duty, or in a leave / pass status, must present their orders or leave / pass form and military ID to use an MPO outside their assigned area.

E6.2.3. Command-sponsored family members are only authorized MPS and IDS privileges at their assigned location and may receive them up to 90 days after the departure of the sponsor.

E6.2.4. Family members (wife, husband, mother, father, stepmother, stepfather, parent through adoption, foster parents who stand or stood in loco parentis, children, stepchildren, children through adoption, brothers, sisters, half brothers, and half sisters) visiting for respite-type situations (lengthy deployment or care of an authorized patron) may use the MPS for items up to 16 ounces for up to 90 days in a 12 month period utilizing “in care of sponsor” status if the local infrastructure can support the service and it does not violate Status of Forces Agreements. Mail forwarding will not be provided.

E6.2.5. DoD Components per Reference (x).

E6.2.6. DoD Civilians who are U.S. citizens.

E6.2.7. DoD-related organizations listed below which support a DoD mission, their U.S. citizen employees, and authorized family members may use the MPS for items weighing up to 16 ounces if on DoD invitational travel orders per Reference (x)

E6.2.7.1. DoD non-appropriated fund activities as per Reference (ae).

E6.2.7.2. Department of Defense Dependent School (DODDS) System as per Reference (x). Take look at authorization and put in appropriate place.

E6.2.7.3. Overseas military banking facilities and credit unions, as designated by the Under Secretary of Defense (Comptroller) under contract per Reference (ad). MPS use shall be limited to official business operations that benefit military installations and their personnel.

E6.2.7.4. U.S. citizen crews of Military Sealift Command nucleus fleet ships, and merchant ships operating for Military Sealift Command, including contract-operated, time-chartered, consecutive-voyage chartered, and General Agency Agreement vessels, under conditions prescribed by the Military Departments for MPS only. Move out to separate from header above since they are authorized normal MPS.

E6.2.8. Retired U.S. Armed Forces personnel, their DoD-recognized dependents, and deceased service members' DoD-recognized dependents are authorized MPS use unless precluded by the host country with the following restrictions:

E6.2.8.1. May not use a contingency MPO or IDS.

E6.2.8.2. Limited to 16 ounces per piece on all mail, except for TRICARE parcels.

E6.2.8.3. Privileges may be withdrawn with MPSA concurrence.

E6.2.8.4. Legally blind retirees as per Reference (q).

E6.2.8.5. Retired Reserve personnel upon reaching age 60.

E6.2.9. OGAs, including their U.S. citizen employees and sponsored family members, may be authorized MPS privileges at MPOs on a reimbursable basis as per Reference (x). Requests for support will be routed through the MACOM, COCOM, and applicable Service for MPSA approval.

E6.2.10. U.S.-owned contractors and their U.S.-owned subcontractors providing goods or services in direct support of DoD activities or to a foreign government through DoD under the provision of Foreign Military Sales agreements may be authorized MPS use for contract-related business mail only. Their U.S. citizen employees and sponsored U.S. citizen family members may be authorized personal mail up to 16 ounces. Postal support will be limited to the country in which the contractor is performing provided there is no host-country prohibition. Contracts for postal support provisions shall be reviewed and approved by the COCOM commander, in coordination with MPSA.

E6.2.11. Any U.S. citizen overseas may utilize an MPO to mail ballots for an election.

E6.2.12 The following organizations may be authorized MPS privileges. Requests for support will be routed through the MACOM, COCOM, and applicable Service for MPSA approval. The criteria for approval are listed in E2.2.6. The privilege is limited to mail weighing

16 ounces or less. DoD assumes MPS transportation and services costs for these users unless otherwise stated.

E6.2.12.1. The American Red Cross, United Service Organization, and United Seaman's Service and their U.S. citizen employees when established in overseas areas under the provisions of Reference (ae) for their official business mail via MPS.

E6.2.12.2. U.S. Federal employee organizations at overseas bases for official business mail in the conduct of labor union functions via MPS.

E6.2.12.3. U.S. universities and colleges operating overseas by authority of the Secretaries of the Military Departments to provide educational services for members of Military Departments, their U.S. citizen employees, and sponsored family members for MPS mail.

E6.2.12.4. U.S. non-profit, service, social, civic, and fraternal-type organizations and U.S. citizen representatives and sponsored family members, when such organizations are primarily established to serve DoD military and civilian personnel in overseas areas for MPS mail. This use will not include mailing items for business or commercial purposes.

E6.2.12.5. Any organization or individual, officially invited to travel by DoD, for the interest of and assistance to U.S. Armed Forces personnel for MPS mail.

E6.2.12.5.1. U.S. civilian religious representatives or religious groups visiting overseas commands in the interest of and to assist the U.S. Armed Forces, provided such persons have obtained an official invitation to travel for MPS mail.

E6.2.12.5.2. U.S. celebrities and entertainers, athletic clinic instructors, representatives of educational institutions or other social agencies, and their sponsored family members, whose purpose is to provide a service to the U.S. Armed Forces, provided such individuals have been officially invited to travel overseas under provision of Reference (af) for MPS mail.

E6.2.12.6. U.S. citizen members of the permanent staff of the Peace Corps for MPS mail.

#### E6.2.13. Service for Foreign Organizations or Individuals

E6.2.13.1. Foreign military units serving with the U.S. Armed Forces or allied warships participating in U.S. naval maneuvers may be authorized closed mailbag service through MPS on a reimbursable basis. CCOMs shall coordinate implementing arrangements for postal services with MPSA under one of the following authorities:

E6.2.13.1.1. International military commands, agencies, and forces of the North Atlantic Treaty Organization (NATO) for MPS mail only per Reference (ah).

E6.2.13.1.2. International military commands, agencies, and forces of Britain, Canada, Australia and New Zealand (ABCA) for MPS mail only per Reference (ai).

E6.2.13.1.3. International military commands, agencies, and forces of Acquisition and Cross Servicing Agreement (ACSA) signatories for MPS mail only.

E6.2.13.1.4. Memorandum of Agreement between the foreign country and the U.S. Office of the Secretary of Defense.

E6.2.13.2. Foreign military nationals assigned to a U.S. military organization for duty or training may use the MPS for receipt and dispatch of mail with the same restrictions as U.S. service members. Dispatched mail shall be addressed in the same manner as if they were in their home country and bear international postage rates.

E6.2.13.3. Requests for civilian foreign national use of the MPS shall be submitted through MPSA for disposition as an exception to policy.

E6.2.13.4. When U.S. Naval vessels are being transferred to a foreign government, under military assistance programs, personnel assigned may be authorized MPS use while en route to the foreign country.

E6.2.14. In the event of national emergency, hostilities, or occupation, all U.S. citizens in the overseas areas affected may be authorized MPS use. The COCOM has interim authority to grant temporary use not to exceed 30 days and shall simultaneously request final determination through MPSA to OSD. The following conditions apply:

E6.2.14.1. International postal service is not available in the affected area.

E6.2.14.2. Up to 16 ounce weight limit, including postcards and sound and video recordings having the character of personal correspondence.

E6.2.14.3. Privileges are withdrawn as soon as the emergency or hostilities cease and international mail service becomes available.



ENCLOSURE 7  
PENALTY FOR MISUSE OF MPS/IDS/OM OR MISCONDUCT BY NON-POSTAL  
PERSONNEL

E7.1. Authorized patrons shall not have their ability to send or receive personal correspondence (letter class mail) revoked for any reason. However, patrons authorized privileges by exception will lose all mail privileges when revoked.

E7.1.1. All penalties shall be imposed by an officer having the appropriate UCMJ authority over the offender.

E7.1.2. Restrictions and revocations are for both prograde and retrograde service.

E7.1.3. Copies of warnings or other penalties under this enclosure shall be maintained at the local post office for 75 months from offense and scanned into AMPS.

E7.2. Commanders shall notify the senior manager of the supporting post office where the offense was committed. The postal manager shall notify MPSA of all actions taken under this policy.

E7.3. Commanders at all levels shall impose the following minimum mandatory penalties but may impose harsher penalties.

<b>Incident</b>	<b>Penalty for service members</b>	<b>Penalty for authorized patron other than service member</b>
Unauthorized use; mailing/shipping of unauthorized items; or abuse of privileges	<b>First offense:</b> Written warning <b>Second offense:</b> General Officer letter of reprimand or Article 15 and revocation other than letter class for 36 months.	<b>First offense:</b> Written warning <b>Second offense:</b> Permanent revocation of abused privilege other than letter class
Operating a business; sale, distribution or redistribution of items	<b>First offense:</b> Written warning <b>Second offense:</b> General Officer letter of reprimand or Article 15, revocation other than letter class for 36 months and repay SDT costs	<b>First offense:</b> Written warning <b>Second offense:</b> Permanent revocation of abused privilege other than letter class and recoupment of SDT costs
Willful misconduct, including theft, pilfering, destruction or tampering with mail, money orders or equipment	<b>First offense:</b> Article 15 and revocation other than letter class for 36 months. Pecuniary liable for all costs. <b>Second offense:</b> Separation from service	Permanent revocation other than letter class and loss of command sponsorship.
Embezzling or misappropriating funds	<b>First offense:</b> Article 15 and revocation other than letter class for 36 months. Pecuniary liable for all costs. <b>Second offense:</b> Separation from service	Permanent revocation other than letter class and loss of command sponsorship.

ENCLOSURE 8  
PENALTY FOR MISUSE OR MISCONDUCT BY PERSONNEL PERFORMING POSTAL  
FUNCTIONS OR OM DUTIES

E8.1. UCMJ is applicable.

E8.2. Commanders will notify MPSA of all actions taken under this policy.

E8.3. Commanders at all levels shall impose the following minimum mandatory penalties but may impose harsher penalties.

<b>Incident</b>	<b>Penalty for service members performing postal functions or OM duties</b>	<b>Penalty for contractors performing postal functions or OM duties</b>
Unauthorized use; mailing/shipping of unauthorized items; or abuse of privileges	General Officer letter of reprimand or Article 15 and revocation other than letter class for 36 months and removal from postal duties.	Removal of person from contract, debarment from future contracts.
Operating a business; sale, distribution or redistribution of items	General Officer letter of reprimand or Article 15 and revocation other than letter class for 36 months and removal from postal duties. Repayment of SDT charges.	Removal of person from contract, debarment from future contracts.
Willful misconduct, including theft, pilfering, destruction or tampering with mail, money orders or equipment	Article 15 and revocation other than letter class for 36 months and removal from postal duties. Pecuniary liable for all losses.	Removal of person from contract, debarment from future contracts, and civil proceedings
Embezzling or misappropriating funds	Article 15 and revocation other than letter class for 36 months and removal from postal duties. Pecuniary liable for all losses.	Removal of person from contract, debarment from future contracts, and civil proceedings
Loss of accountability for equipment or funds	Report of survey or statement of charges. Pecuniary liable for all losses. In addition, first offense counseling statement, second offense General Officer letter of reprimand.	First offense - Warning letter and pecuniary liable for all losses. Second offense - Removal of person from contract, debarment from future contracts, and civil proceedings. Pecuniary liable for all losses.
Negligence of postal duties	Report of survey or AR15-6 investigation. General Officer letter of reprimand and removal from postal duties. Pecuniary liable for all losses.	Removal of person from contract, debarment from future contracts, and civil proceedings. Pecuniary liable for all losses.